Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, November 17, 2025

Cassia County Courthouse • Commission Chambers
1459 Overland Ave • Room 206 • Burley ID 83318

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

ACTION AGENDA ITEMS

1) 9:02 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:04 AM Roll call

Roll Call.

Present: Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Cally Velasquez - Deputy Clerk (Not voting)

9:04 Mr. McMurray entered the meeting.

4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:10 AM Approve payables for 11/17/2025

9:10 AM **Motion and Action:** Approve payables in the amount of $105,138.51 as presented on 11/17/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:11 AM Approve minutes from 7/28/2025 and 11/3/2025

9:12 AM **Motion and Action:** Approve minutes from 7/28/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:12 AM **Motion and Action:** Approve minutes from 11/3/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:13 AM Approval of synopsis for October 2025

9:13 AM **Motion and Action:** Approve synopsis for October 2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:13 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:14 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

Instrument # 2025004613
BURLEY, CASSIA, IDAHO
12-9-2025 10:56:57 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy EV
Index to: COMMISSIONERS MINUTES

9) 9:15 AM Personnel Matters - Change of Status Requests
   a) MCCJC - Jacoby Buckley - Senior Deputy - promotion
   b) MCCJC - Rena Moosman - Senior Deputy - promotion
   c) MCCJC - Luis Juarez - Senior Deputy - promotion
   d) 10:24 AM After discussion with Sheriff Thompson, the three change of status requests for the MCCJC will be held for further discussion next week.
   e) Assessor - Rubin Caldera - Appraiser Trainee - voluntary resignation
   f) Assessor - Andrea Ruiz - Appraiser Trainee - new hire

11:06 AM **Motion and Action:** Approve two Change of Status Requests from the Assessor's Office, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) 9:18 AM Executive Sessions

9:19 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

9:31 AM Upon exit of Executive Session, the board took the matter under advisement.

10:38 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Moved **by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 2).
Yes: Kent R. Searle - Member, Bob Kunau - Member.

11:06 AM Upon exit of Executive Session, the board took the matter under advisement.

11) 9:43 AM Consider and appoint America 250 representative
   a) This will be put back on the agenda to consider again after January 11, 2026.
12) 9:45 AM Consider Southern Idaho Solid Waste exemption request

9:45 AM **Motion and Action:** Approve the Southern Idaho Solid Waste exemption request, for a 100% waiver for the US Forest Service and 100% waiver for the US BLM, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. **Motion rescinded.**
9:46 AM **Motion and Action**: We are requesting to the Solid Waste District that they exempt the US Forest Service 100% and BLM 100% waiver for public lands cleanup/restoration and disposal of camp site waste, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:48 AM Consider East Cassia Soil and Water Conservation District request for funding for FY2026

9:49 AM **Motion and Action:** Provide the funding to the East Cassia Soil and Water Conservation District as previously approved in the amount of $9,000.00 for FY2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 9:50 AM Consider West Cassia Soil and Water Conservation District request for funding for FY2026

9:50 AM **Motion and Action:** Give the West Cassia Soil and Water Conservation District $9,000.00 as approved earlier for funding for FY2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:51 AM Decide on participation of FY2026 IAC Natural Resources Policy & Litigation Fund
    a) Mr. McMurray was tasked with setting up a phone call with Seth Grigg from IAC to discuss the advantage of participating in the fund as the Board had elected to not participate in times past. This will be visited again next week.
16) 9:54 AM Review and adopt Resolution No. 2025-022 to surplus IT equipment valued over $250.00
    a) There are ten items listed ranging in estimated value from $250.00 to $1,900.00.
    b) Items with a hard drive have had the hard drives removed and anything with storage configurations has been wiped clean. They are ready for auction.

9:59 AM **Motion and Action:** Adopt Resolution No. 2025-022 to surplus IT equipment valued over $250.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 10:00 AM Review and adopt Resolution No. 2025-023 to surplus IT equipment to be recycled
    a) The listed equipment for this resolution are items of little to no value based on condition and current technology standards. United Metals in Heyburn has agreed to recycle the items and provide a certificate of destruction for such.

10:04 AM **Motion and Action:** Adopt Resolution No. 2025-023 to surplus IT equipment to be recycled, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Amended Motion: to include that the items listed are less than $250.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 10:22 AM Review and adopt Resolution No. 2025-024 for destruction of semi-permanent records from Sheriff's Office

10:23 AM **Motion and Action:** Adopt Resolution No. 2025-024 for destruction of semi-permanent records from Sheriff's Office, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:28 AM Commissioner Beck requested to be excused from the meeting.

10:28 AM **Motion and Action:** Appoint Commissioner Kunau as acting chair as current chair is leaving the meeting, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed.

SCHEDULED ACTION AGENDA ITEMS

19) 9:31 AM **Public Hearing** for FY2025 Budget Amendments - Deputy Auditor Wallace

9:32 AM **Motion and Action:** Enter into a public hearing for proposed FY2025 Budget Amendments, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) There were no amendments needed for the Road & Bridge department for FY2025.
b) This hearing is to recognize any unscheduled expenditures or revenues that happened during FY2025.
c) Deputy Auditor Wallace reviewed the proposed budget amendments. These amendments were published twice in the newspaper. No public comments have been received and no one from the public is in attendance at the hearing.
d) The total estimated increase of the expenditures is $249,652.31. Unscheduled expenditures were covered using county reserve funds and some fund-raising efforts from Law Enforcement for the K-9 dedicated fund.

9:41 AM **Motion and Action:** Exit the hearing for the FY2025 budget amendments, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 9:41 AM Review and approve Resolution No. 2025-021 amending the FY2025 Budget

9:42 AM **Motion and Action:** Approve Resolution No. 2025-021 amending the FY2025 Budget, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

21) 10:05 AM Periodic update regarding resources availability to help the community - Frontier Community Resources, aka Region IV Development
   a) Jeff McCurdy, president of the Frontier Community Resources gave quick update. He explained the reasons for the name change from Region IV Development included needing to distinguish themselves from other state created organizations using a region number in their name and the growth of the communities served by the organization. They celebrated their 50th anniversary in September of this year.
   b) A draft of their new economic development region strategy is open for comment until 12/2/2025 and can be found on their website.
   c) A book called 'Love Where You Live' was gifted to the commissioners and given to Mr. McMurray. The book contains ideas and examples for communities improving where they live to show their love and encourage growth in their communities.
   d) They are hosting a one-time grant called the Frontier Community Smiles grant to award organizations within Cassia County, including incorporated and unincorporated communities up to $5,000.00 toward a community improvement project. Applications will be received until 12/31/2025.
   e) Mr. McMurray was tasked with drafting a letter to make as many people aware of the opportunity as possible.

22) 10:17 AM Sign Passthrough Funds Recipient Agreement with Idaho Dept. of Juvenile Corrections
   a) This is a new document that Idaho Department of Juvenile Corrections is requiring each county to sign. It lists the Legislative Passthrough Funds Appropriations for each county.

b) Funds from the Cigarette and Tobacco Tax and the Juvenile Corrections Act enumerated in the agreement will be disbursed quarterly. The total distribution amount expected to be received by Cassia County for FY2026 is $118,740.00.

10:20 AM **Motion and Action:** Sign the Passthrough Funds Recipient Agreement with Idaho Department of Juvenile Corrections, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 10:29 AM Approve purchase of flatbed, box and grill for Weed & Pest new truck purchase
   a) Two bids were received. One from Young Commercial & Fleet Center was for $9,498.88. The second was from MK Trailers for $7,299.10.

10:31 AM **Motion and Action:** Approve the quote from MK Trailers of $7,299.10 for the flatbed, box and grill, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 10:32 AM Sign title to 1997 Dodge truck from Weed & Pest for trade-in purposes

10:32 AM **Motion and Action:** Sign the title to a 1997 Dodge truck from Weed & Pest for trade-in purposes, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) 10:34 AM Construction project status report and items to be addressed - Gary Jones Construction
   a) Jason Jones reported that equipment arrived on site Friday and demolition of the two existing buildings is set to begin tomorrow morning.
   b) Over the weekend the fire department practiced smoke training in the buildings.
   c) McMurray was tasked with sending out an employee email to avoid parking around the perimeter of the site and to use the Law Enforcement compound lot for parking.
26) 11:07 AM Adjourn

11:07 AM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Cally Velasquez

Cassia County Commissioner Meeting

Attendance Log

Date: 11/17/2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Michelle Wallace	Rupert	Auditors Office
2.	Ean Pigford	Burley	IT
3.	Jason Jones	Burley	Self
4.	Michael Offley	Elba	CCNWC
5.	Kevin Horak		CCSO
6.	JARod Thompson		Sheriff
7.	Michele McFarlane		Frontier CR
8.	JEFF McCurdy		Frontier CR
9.	Dixie Tate	Rupert	JPO
10.	Matt Adams	Burley	Assessor
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **13% OF FISCAL YEAR ELAPSED**

*** UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,093,499.00	736,234.48	22,127.13	4,357,264.52	86%
0002 ROAD & BRIDGE	712,150.00	39,625.38	2,843.46	672,524.62	94%
0006 DISTRICT COURT	399,326.00	40,857.96	1,879.93	358,468.04	90%
0008 JUSTICE FUND	15,639,677.00	1,571,748.70	10,195.72	14,067,928.30	90%
0015 CONSOLIDATED ELECTIONS	367,010.00	4,382.50	5,196.13	362,627.50	99%
0020 REVALUATION	468,000.00	52,241.40	102.55	415,758.60	89%
0028 SNOWMOBILE	37,620.00	19.95	25.50	37,600.05	100%
0032 PREVENTIVE HEALTH FUND	277,000.00	23,035.55	23,035.55	253,964.45	92%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	478,465.26	39,732.54	3,817,149.74	89%
		Total Amount Paid	**105,138.51**		

STATE OF IDAHO
CASSIA COUNTY

WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY.

APPROVED FOR DISTRIBUTION AS OF 11-17-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Cally Velásquez Signature
Cally Velásquez Name
11/17/2025 Date
☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget